

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-226 **Issue Date:** 12-01-15 **Closing Date:** 12-14-15

Travel Administrative Assistant
YN Travel
Department of Finance
Hourly Wage: \$14.56/Regular/Full-Time

Coordinates travel arrangements for transportation and accommodations for Yakama Tribal Council, Yakama Tribal Employees and the general public. Prepares itineraries and airline tickets and maintains a records management system. Performs accounting duties utilizing a computerized accounting system. Reconciles monthly tribal credit card transactions.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation Travel Policies, regulations and procedures.
- Knowledge of GSA Travel guidelines.
- Knowledge of travel industry trends.
- Knowledge of basic bookkeeping principles and practices.
- Ability to type up to 50 words per minute with minimal errors.
- Ability to speak clearly and concisely in a modulated voice.
- Ability to establish and maintain effective working relationships.
- Ability to deal with the public in a pleasant and courteous manner.
- Ability to work under stress.
- Ability to work independently and productively.
- Ability to operate standard office equipment.
- Ability to utilize a computer and assorted software.
- Ability to comprehend and follow oral and written instruction.

General Recruiting Indicators:

- Vocational training Certificates/Degree in Travel & Tourism or related course work.
Minimum two years work experience in a Travel office or related business. Customer Service work experience a must.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.